

Employee Handbook Change Table with Updates:
2026-2027 Changes approval at the July 2026 Board Meeting

Pg # in Draft Handbook	As in 25-26 handbook	For 26-27, changed to	Reason for change
Pg 2	School Board Amanda Fiehweg President Ryan Koncki Vice President Heather Sackman Clerk Noah Wishau Treasurer Sara Count Director	School Board Amanda Fiehweg President Ryan Koncki Vice President Heather Sackman Clerk Dawn Bleimehl Treasurer Jenna White Director Administration Add Michael Gotsch School Business Manager	Update Board and administration
Pg 4	Table of Contents	Table of Contents	Update Table of Contents (sections and page numbers)
Pg 10	Harassment and Complaint Reporting Procedure (PO 3362) <i>See Appendix A (Harassment and Complaint Reporting Procedure)</i> <i>See Appendix A-1 (Quick Reference Chart for Responding to Complaints)</i>	Title IX and Harassment and Complaint Reporting Procedure (PO 3362, PO 2266) <i>See Appendix A Title IX (Harassment and Complaint Reporting Procedure)</i> <i>See Appendix A-1 (Quick Reference Chart for Responding to Complaints)</i>	Add Title IX reference and links to Policy

	The complaint reporting procedure is detailed in Appendix A and Policy 3362-Employee Anti-Harassment. Anti-Harassment Compliance Officers	The Title IX procedure can be found Policy 2266. The complaint reporting procedure is detailed in Appendix A and Policy 3362-Employee Anti-Harassment. Title IX/Anti-Harassment Compliance Officers	
Pg 13		Reporting Suspected Sexual Misconduct (<i>section added</i>)	Add sections to specifically include reporting of sexual misconduct for code of ethics and Wis stat 948.098
Pg 14		Receipt of Legal (PO 8325) Documents/Service of Process (<i>section added</i>)	Add section
Pg 19		Co-Curricular/Extra-Curricular Assignments (<i>section added</i>)	Add section
Pg 28		Reporting Threats of Violence (PO 8462.01) (<i>section added</i>)	Add Threats of Violence Section and link to policy for clarification
Pg 32	Attendance 5. Those requiring substitutes: The District allows 10 teachers/paras to be off in any one day for PTO. If a teacher/para tries to enter an absence and the system will not allow you to enter the absence because of the number of teachers/paras already absent, you must contact your principal immediately so they can add it Frontline, if approved*.	Attendance 5. Those requiring substitutes: The District allows 3 teachers/paras per building to be off in any one day for PTO. If a teacher/para tries to enter an absence and the system will not allow you to enter the absence because of the number of teachers/paras already absent, you must contact your principal immediately so they can add it Frontline, if approved*.	

Pg 43		Use of Artificial Intelligence (AI) Tools (PO 7540.08) <i>(section added)</i>	Add section for clarification of AI
Pg 43		Crowdfunding (PO 6605) <i>(section added)</i>	Add section
Pg 45		Whistleblower Protection (PO 1211 , PO 3211 , PO 4211) <i>(section added)</i>	Add section
Pg 49	Vacation (12 Month Full Time Employees Only) Full-time employees will accrue paid vacation according to the following schedule (annual totals should be rounded to the nearest whole day): <u>Service Period</u> <u>Monthly Vacation Accrual</u> First CalendarYear 5 days Calendar Year 2–4 10 days Calendar Years 5–9 15 days Calendar Years 10 and over 20 days	Vacation (12 Month Full Time Employees Only) Full-time employees will accrue paid vacation based on a fiscal year (July 1 to June 30) according to the following schedule (annual totals should be rounded to the nearest whole day). Please note that the year will be counted if the employee starts on or before December 31 of the fiscal year. If after December 31 the following year will be considered year <u>Service Period</u> <u>Vacation</u> First CalendarYear 5 days Calendar Year 2–4 10 days Calendar Years 5–9 15 days Calendar Years 10 and over 20 days	Clarify vacation schedule

Pg 48	PTO (Paid Time Off-Personal and Sick Leave) The Waterford Graded School District provides regular full-time and part-time employees with PTO days. PTO days are intended for use for sick time or personal time. Employees become eligible for PTO days each new fiscal year. If an employee starts in the middle of a fiscal year, the number of days will be prorated. While PTO is provided for the entire school year, it is actually accrued at one day per month.	PTO (Paid Time Off-Personal and Sick Leave) The Waterford Graded School District provides regular full-time and part-time employees with PTO days. PTO days are intended for use for sick time or personal time. Employees become eligible for PTO days each new fiscal year. If an employee starts in the middle of a fiscal year, the number of days will be prorated. PTO is accrued at a rate of one day per month, however, it is front-loaded for the convenience of the employee. If an employee separates before the end of the school year, any PTO used but not earned will be deducted from the employee's final paycheck.	Clarification per legal
Pg. 51	Rules for PTO and exceptions 1. All employees shall make every effort to attend all in-service days. No PTO will be pre-approved on in-service days. In the event that the employee is ill on an in-service day, he/she will provide the district an excuse from the certified medical professional who treated them for the illness that kept them home from the in-service. 2. Once every three years, teachers and aides are able to plan up to five	Rules for PTO and exceptions 1. All employees shall make every effort to attend all in-service days. No PTO will be pre-approved on in-service days. In the event that the employee is ill on an in-service day, he/she will provide the district an excuse from the certified medical professional who treated them for the illness that kept them home from the in-service. 2. Once every three years, teachers and aides are able to plan three (3)	Add clarification for #2 that it includes a 3-5 day absence Add the note at the end for clarification that the employee must receive approval from the district office before the absence is entered

	(5) PTO days in a row for a special event or vacation. Prior to adding the absence to Frontline, email Human Resources with your intention and to exercise and obtain approval for this option. (Also, the employee should notify Supervisor and Building Principal if the employee is part of a building staff). 3. No PTO will be pre-approved on a day immediately before or after a holiday or vacation period. In the event an employee is ill on a day immediately before or after a holiday or vacation period, he/she will provide the district an excuse from the certified medical professional who treated them for the illness that kept them home before or after the holiday/vacation period. 4. No PTO will be pre-approved during the first five days and the last five instructional days of each school year. In the event an employee is ill on a day during the first or last five instruction days, he/she will provide the district an excuse from the certified medical professional who treated them for the illness that kept them home before or after the days during the first five or last five instructional days of the school year. 5. No more than 10 teachers/support staff requiring a substitute may use	to five (5) PTO days in a row for a special event or vacation. Prior to adding the absence to Frontline, email Human Resources with your intention and to exercise and obtain approval for this option. (Also, the employee should notify Supervisor and Building Principal if the employee is part of a building staff). 3. No PTO will be pre-approved on a day immediately before or after a holiday or vacation period. In the event an employee is ill on a day immediately before or after a holiday or vacation period, he/she will provide the district an excuse from the certified medical professional who treated them for the illness that kept them home before or after the holiday/vacation period. 4. No PTO will be pre-approved during the first five days and the last five instructional days of each school year. In the event an employee is ill on a day during the first or last five instruction days, he/she will provide the district an excuse from the certified medical professional who treated them for the illness that kept them home before or after the days during the first five or last five instructional days of the school year.	
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	PTO pre-approved on any given day of the school year. Note: : Any exceptions to the PTO must be first requested through Human Resources and then approved by the Director of Student and Staff Services.	5. No more than 3 teachers/support staff requiring a substitute per building may use PTO pre-approved on any given day of the school year. 6. PTO requests are not allowed on days when field trips are scheduled. Employees requesting PTO or intermittent FMLA are expected to make every reasonable effort to schedule appointments around field trip dates. Note: : Any exceptions to the PTO must be first requested through Human Resources and then approved by the Director of Student and Staff Services. PLEASE NOTE: For each of these rules, the employee must get approval from the District office BEFORE the absence is added to Frontline. If no approval is requested prior to, the absence will be denied and can be re-entered after approval is given.	
Pg. 52	Unused PTO Unused PTO will rollover to a sick leave account allowing accumulation of up to 80 days to be used for short term disability, medical leave or Family Medical Leave. Time not used over 80 days will be	Unused PTO Unused PTO will rollover to a sick leave account allowing accumulation of up to 80 days to be used for short term disability, medical leave or Family Medical Leave. Time not used over 80 days will be	Update amount) Clarify that the employee can elect to place the payout in a 403(b) by completing a salary reduction agreement for that specific payroll

	reimbursed at \$90.00 per day or an amount determined by the Board of Education. Pay for the days over the allotted banked time will be paid out on the July 15 th payroll of each year. Any unused or accumulated PTO (which becomes sick time at the end of each fiscal year) is forfeited upon separation from the district except in retirement situations or as specifically called out in an approved agreement.	reimbursed at \$120.00 per day or an amount determined by the Board of Education. Pay for the days over the allotted banked time will be paid out on the July 15 th payroll of each year. The payout is made through direct deposit, however, the employee can elect to place the payout into a 403(b) by completing a salary reduction agreement that applies only to the July 15 th check of the current year. Any unused or accumulated PTO (which becomes sick time at the end of each fiscal year) is forfeited upon separation from the district except in retirement situations or as specifically called out in an approved agreement.	
Pg 56		Lactation Accommodations (PO 8700) <i>(section added)</i>	Add section for compliance
Pg. 60	<i>Payout of banked PTO</i> Upon retirement, a teacher or support staff's remaining sick days will be paid-out at \$90.00 per 8-hour day. There is no option to specify a later retirement date and then use all of your paid banked time to cover the absences. If no notice of retirement is given or the notice is not provided within the correct time period for the job class as	<i>Payout of banked PTO</i> Upon retirement, a teacher or support staff's remaining sick days will be paid-out at \$120.00 per 8-hour day. The payout will be deposited into a 403(b) for the retired employee. If the employee does not currently contribute to a 403(b) they will need to complete the WEA application to open an account. There is no option to specify a later retirement date and then use all of your paid banked time to cover	Update amount. Clarify that the payout of days for retirement will be placed in a 403(b)

	indicated above, this payout of days is forfeited.	the absences. If no notice of retirement is given or the notice is not provided within the correct time period for the job class as indicated above, this payout of days is forfeited.	
Pg 97		Add Appendix D	HIPAA notice-also in our benefits guide but added to the handbook as well
	All policy links were updated as needed		